

STATE OF MICHIGAN

54TH JUDICIAL CIRCUIT AND FAMILY COURT

COURT ADMINISTRATOR

440 NORTH STATE STREET

CARO, MICHIGAN 48723-1594

KYLE A. JASKULKA, MA
Court Administrator

(989) 672-0075

NICOLE M. FRIDAY
Collections Officer

(989) 672-0278

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY

COURT REPORTER/STENOGRAPHER

POSITION:

The 54th Judicial Circuit Court is now accepting applications for the position of Court Reporter/Stenographer. Court Reporters/Stenographer provides the verbatim official record of all proceedings as required by law before the Circuit Court. The position will be located within the courthouse in Caro, MI. Successful applicants will possess their own reporting equipment to include the stenotype machine and necessary computer equipment and/or required software.

The probationary period for this position is six (6) months and is directly under the Chief Judge of the Circuit Court.

APPLICATION DEADLINE:

JANUARY 4, 2008

ESSENTIAL DUTIES:

Examples of duties performed by a Court Reporter/Stenographer include, but are not limited to, the following:

- Attends sessions of the Circuit Court as assigned and directed and makes a verbatim official record of the proceedings, often of a technical nature and at a fast pace.

- Provides immediate read back of all or portions of the record upon request.
- Prepares transcripts of proceedings upon request; certifies the accuracy of court transcripts and files official transcripts in the court file.
- Researches as necessary to verify case citations, spellings of legal, medical and other specialized terms used in the case.
- Ensures compliance with the requirements identified in MCR 8.108 (A-G)

MINIMUM QUALIFICATIONS:

- The person selected for this position must meet the requirements and be currently Certified in the State of Michigan as set forth in MCR 8.108(G).
- Previous Reporting experience and transcript preparation in trial courts is required.
- Must be able to hear and distinguish words of various tones and volumes.
- Must be able to sit and maintain sustained high speed reporting for long periods of time.
- Ability to use computer assisted transcription

Preferences:

- Real time ability
- Certified Real-time Reporter

Knowledge of:

- Familiar and comfortable with principles and practices of court reporting.
- Clerical and legal record keeping requirements.
- Legal terminology of court work and legal process.
- Michigan statutes relating to court procedures and reporting services.
- Basic level of legal, medical and such other technical terminology typically used in court proceedings.

Ability to:

- Operate stenotype machine to record all court proceedings and prepare an accurate and complete official written transcript record.
- Understand and apply legal terminology and court room procedures.
- Exercise sound judgment in applying court policies and procedures.
- Respond professionally and courteously to members of the Bar and the public.
- Organize and establish work priorities.
- Work under deadlines and produce accurate information.
- Work independently in a courtroom setting.

SALARY:

Dependant upon experience and qualifications

HOW TO APPLY:

Applicants must submit a completed Application for Employment form, resume, copy of certification and answers to supplemental questionnaire by 4:30 p.m. on January 4, 2008.

Application materials received by the closing date will be the first to be considered.

Applicants are solely responsible for submitting complete application packets; the Court Administrator's office will not notify applicants of incomplete packets and shall not be considered for the position.

Applications can be obtained either in person or by mail by contacting the Office of Court Administrator located at:

54th Judicial Circuit Court
Office of Court Administrator
440 N. State St.
Caro, MI. 48732
(989) 672-0278

Application packets will be screened to determine the best qualified candidates to continue in the selection process.

54th JUDICIAL CIRCUIT
Circuit Court

Job Description

Title: Court Stenographer/Reporter

Reports to: Chief Judge of the Circuit Court

Summary

The Court Reporter/Stenographer will be responsible for reporting and transcribing verbatim court and legal proceedings. The position will be responsible for reporting all court proceedings by use of specialized equipment, reading back testimony from stenographic notes and transcripts, catalog and filing stenographic notes and transcripts, and replying to correspondence related to transcripts of proceedings. This position shall also be the Local Designated Authority for processing appellate requests from indigent defendants and the appointment of appellate counsel.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Attend sessions of the Circuit Court, as assigned, operate stenotype machine and makes a verbatim official record of all proceedings, often of a technical nature and at a fast pace.
- Provide immediate read back of all or portions of the transcript record, upon request.
- Prepare transcripts in a timely manner of proceedings upon request; certifies the accuracy of court transcripts and files official transcripts.
- Research as necessary to verify case citations; spellings of legal, medical and other specialized terms used in various cases.
- Establish and maintain effective working relationships with Judges, court staff, attorneys and litigants.
- Maintain confidential information as required by current court rules, administrative orders and/or applicable statutes.

- Timely respond to correspondence received requesting transcripts of proceedings.
- Review, process and appoint as necessary appellate counsel for indigent defendants.
- Act as the assigned media relations contact person.
- Any other duties as assigned by the Chief Judge

The above statements are intended to describe the general nature and the level of work to be performed by a person in the position of Court Reporter/Stenographer for the 54th Judicial Circuit Court. They are not intended and should not be construed as an exhaustive listing of all duties that may be required and/or associated to be performed by a person in this position.